

Smartboard

| | |
|---|------------|
| I. Introduction..... | page 1 |
| II. Welcome Center..... | page 2 |
| A. Quick Start..... | page 3 |
| B. Tools..... | page 3 |
| C. Help/Support..... | page 4 |
| III. Aligning the Smartboard..... | page 4 |
| IV. Floating Toolbar..... | page 5 |
| A. Pen & Highlighter..... | page 6 |
| B. Eraser & Line..... | page 7 |
| C. Shape..... | page 8 |
| V. Notebook software..... | page 9 |
| A. Sidebar..... | page 9 |
| 1. Pages..... | page 10 |
| 2. Gallery..... | page 10 |
| 3. Attachments..... | page 11 |
| 4. Properties..... | page 11 |
| B. Top Toolbar..... | page 12 |
| 1. shade | |
| 2. dual page display | |
| 3. screen capture | |
| 4. document camera | |
| 5. tables | |
| 6. pens | |
| 7. Shape Recognition | |
| C. Menus..... | p. 13 & 14 |
| VI. Basics..... | page 15 |
| A. Selection arrow | |
| B. Object creators | |
| C. Text Boxes | |
| D. More about text | |
| E. Colors | |
| F. Transparency | |
| G. Line Properties | |
| VII. How to do specific things..... | page 18 |
| A. Add a page or change page order...18 | |
| B. Keep things from moving (lock).....18 | |
| C. word, excel, or other documents: how to import them..... | 19 |
| VIII. Tips..... | page 20 |


I. Introduction

This document is intended to be a quick reference guide for you as you are learning how to use **both** the smartboard and the notebook software.

They're two separate things. The smartboard is the physical thing that you and your students will manipulate. It works as an input/output device -- as it is hooked up to your computer, what's on your computer screen shows up on the smartboard as well. You can type into a document on your computer. The smartboard takes this input from the computer and displays it. If you push buttons, have students write using the pen tool, or move things around, it outputs those changes to your computer.

Therefore, you could be typing something in at your computer. The students can see it on the smartboard. Then one of them can go up to the board, move or delete your text, add to it, highlight it, or add a picture from a website. If you want to keep what the student added, you could save the document to your computer and show it to other classes.

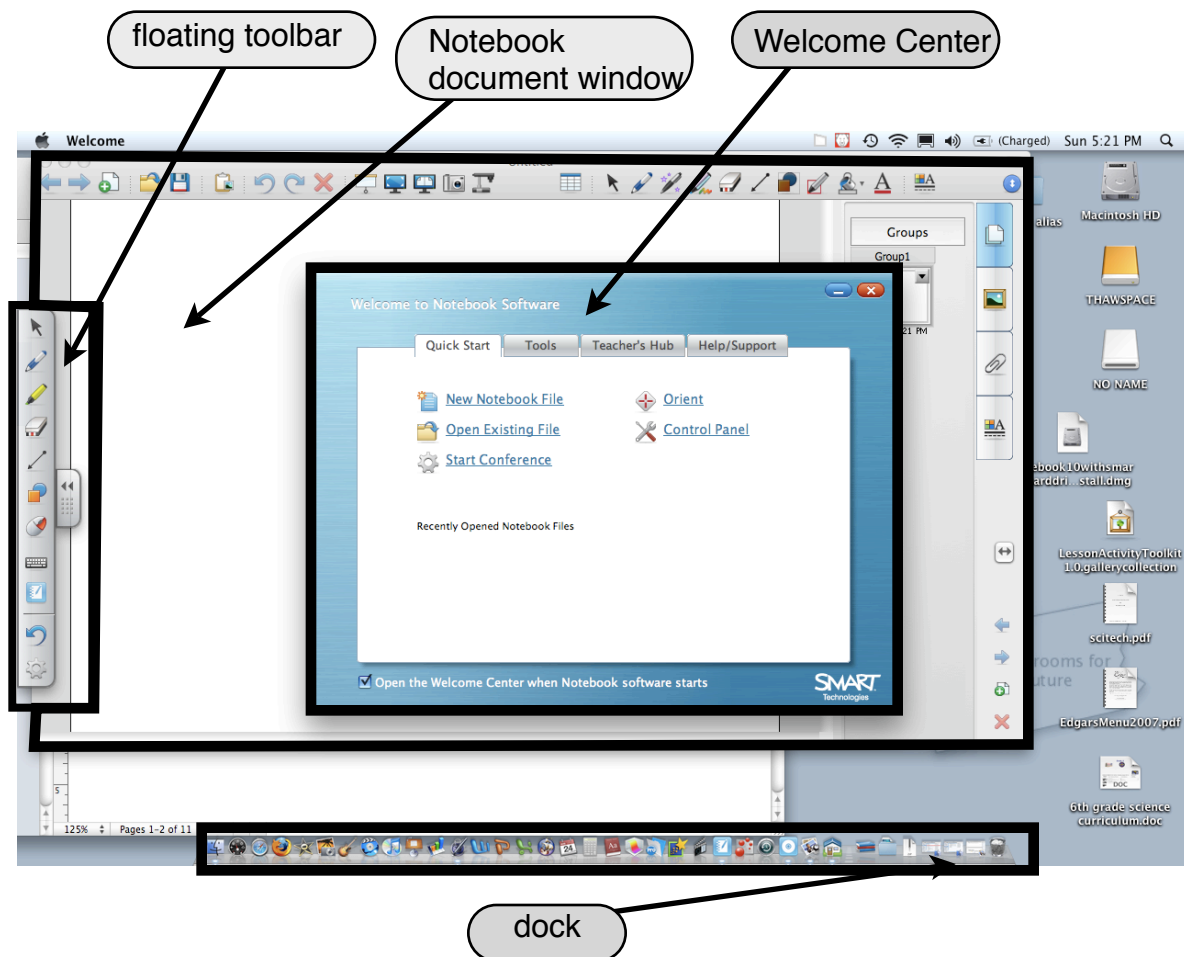
Whatever you're seeing on your computer, the students will see on the smartboard.

The second thing you'll be learning about is the Notebook software. It's accessible through the dock at the bottom of the screen. The icon looks like this:  This program lets you import documents from other programs or create new ones. You have many ways to interact with the smartboard using notebook that are not available in other programs, which is why it often makes sense to import a word document that you made last year *into* Notebook.

Smartboard

II. Welcome Center

When you run Notebook software this is the first thing you'll see. It probably looks something like the picture below. The welcome center is the box in the middle.

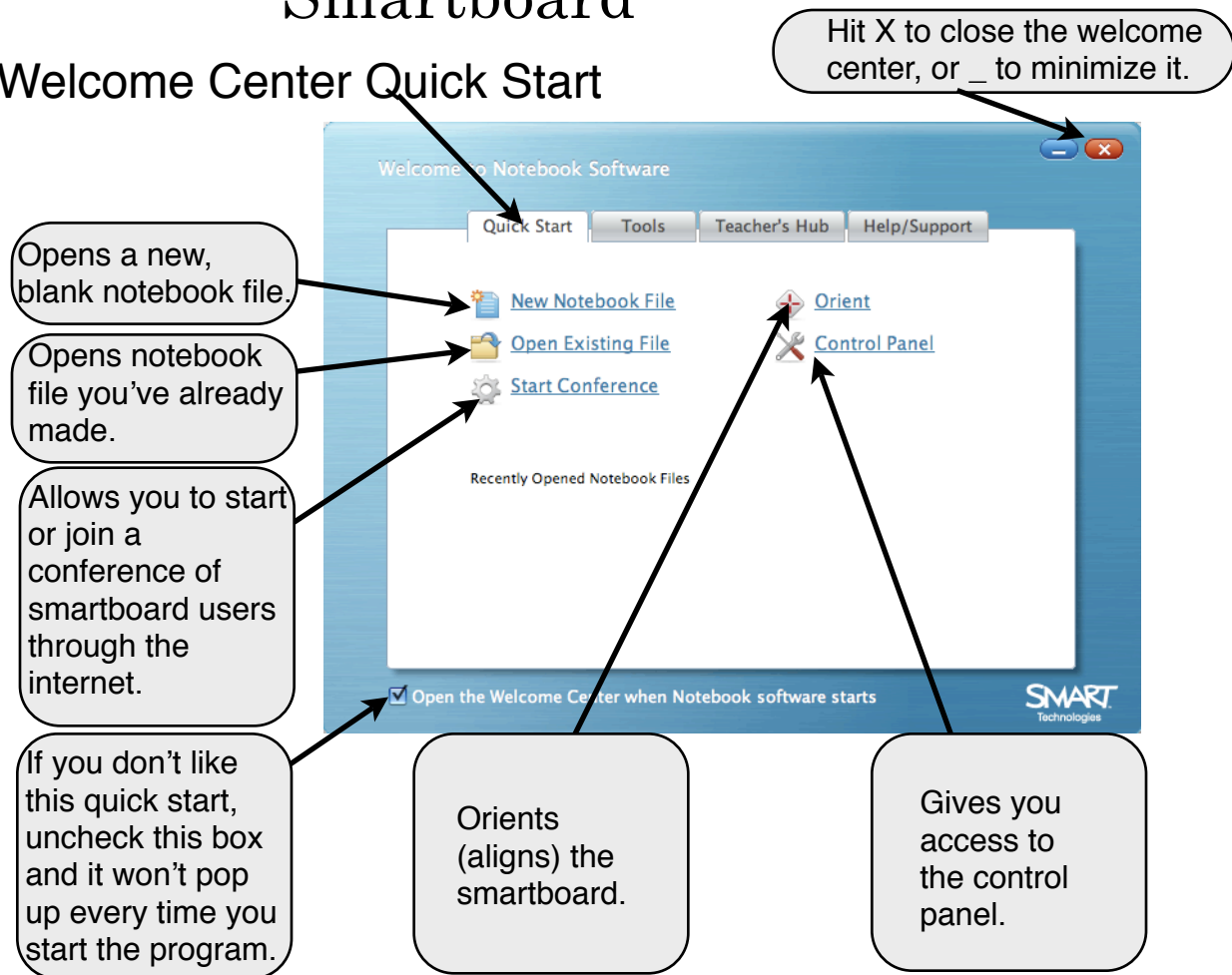


At the top of the welcome center are four tabs: Quick Start, Tools, Teacher's Hub, and Help/Support. Quick Start and Tools are described on the next page. The Teacher's Hub is an online source of notebook documents that other teachers have made. The help/support page is described in two pages

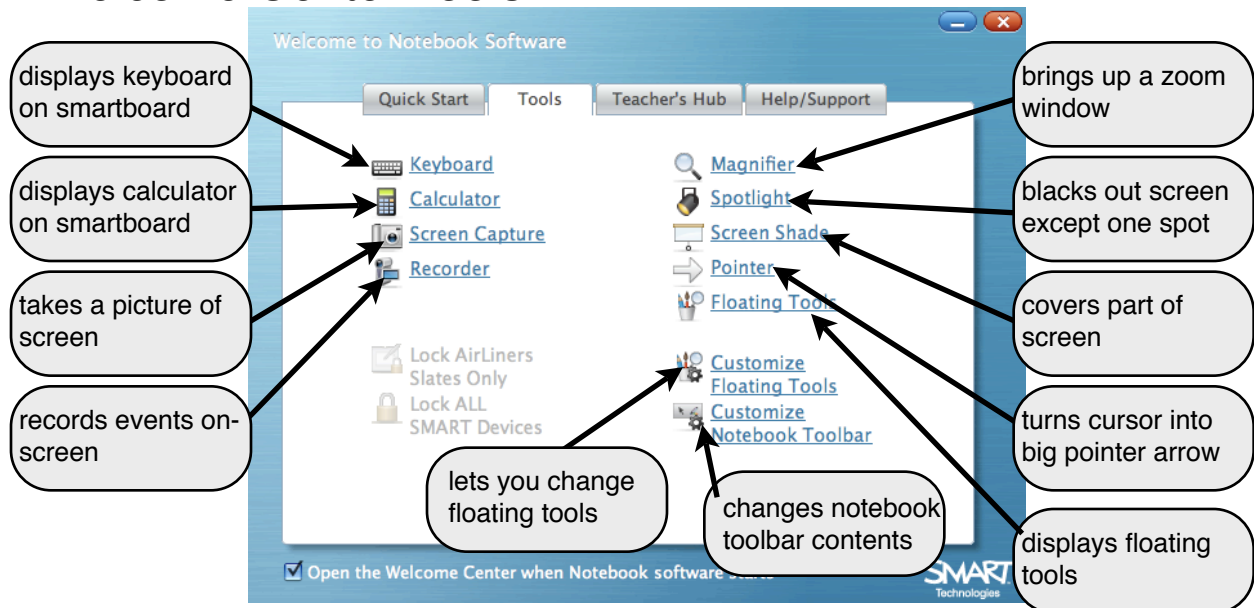
Notice that the dock at the bottom is still visible. All the documents you have open will show up on the right hand side. If you opened something and haven't closed it yet, it'll be there.

Smartboard

Welcome Center Quick Start



Welcome Center Tools



Smartboard

Welcome Center Help/Support

The screenshot shows the 'Welcome to Notebook Software' window with the 'Help/Support' tab selected. Three callout boxes on the left point to specific links:

- Box 1: 'Brings up website with help topics.' points to the 'Help Center' link.
- Box 2: 'Takes you to Smart's online support center.' points to the 'Online Support' link.
- Box 3: 'Live support chat with a Smart tech employee!' points to the 'Start Support Session' link.

The main content area includes:

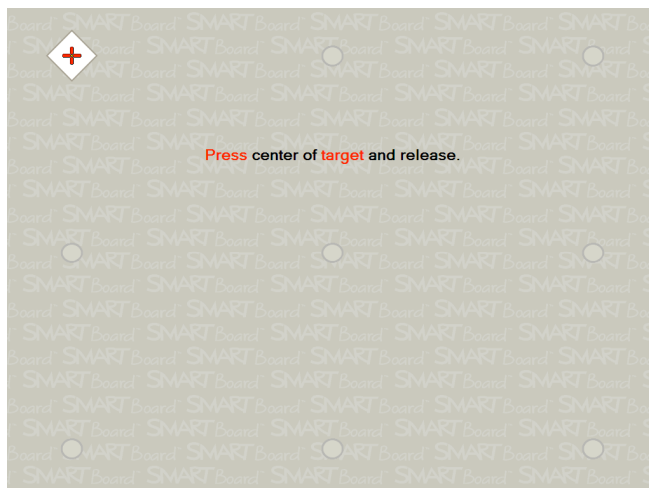
- Quick Start**, **Tools**, **Teacher's Hub**, and **Help/Support** tabs.
- Help Center**, **Online Support**, and **Start Support Session** links.
- About This Software** section with details: Install Version: 1.0.0.58.0, Software Version: 1.0.0.52.0 Wed Apr 2 19:52:07 MDT 2008, and links for [Legal](#) and [Intellectual Property](#).
- Contact Info** section with phone numbers (1.866.510.6791, 1.403.228.5940), fax (+1.403.806.1256), email (support@smarttech.com), and website (<http://www.smarttech.com/support>).
- Activate Software**, **Check for Updates**, **Control Panel**, and **SMART Board Diagnostics** links.
- A checkbox at the bottom: ☒ Open the Welcome Center when Notebook software starts.
- The SMART Technologies logo at the bottom right.

This help page can get you through a lot of rough spots; after your fellow teachers, it is the best place to go to get help.

II. Aligning the Smartboard

If you're trying to draw a circle by touching the smartboard and the circle appears an inch from your finger, you need to realign the board. Since a projector is putting an image onto the screen and that screen is the thing you're touching, sometimes the image and the coordinates of the screen don't line up.

Common causes include movement of the projector (bumping), changing the projector settings, movement (bumping) of the smartboard, or that it hasn't been done in a while.

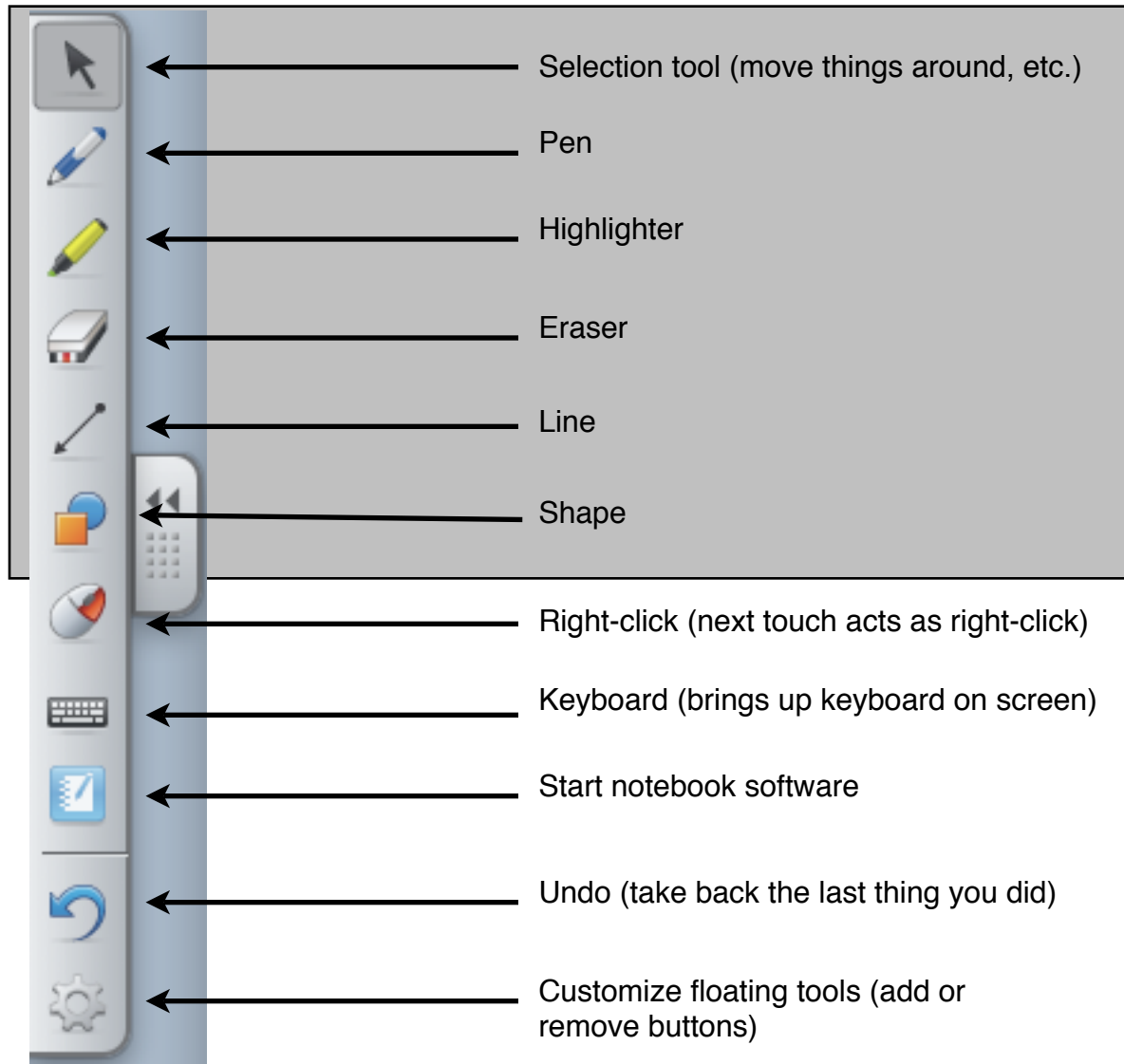


Be sure to touch the center of the cross hair with the pen point. The more precise you are the better the orientation.

Smartboard

IV: Smartboard floating tool menu: contains

commonly used smartboard tools. With these tools you can change what each touch of the smartboard does: with **pen** selected your touch will work as a pen. With **eraser** selected your finger works as an eraser, and so on.



The selection, pen, highlighter, eraser, line, and shape buttons are special. They highlight when you touch them and only one can be highlighted at a time. That's because each of them controls what will happen the next time you touch the screen.

Each of them (except SELECT) has a submenu. They are explained on the following pages.

Note that with the "customize floating tools" button that you can add or remove buttons.

Smartboard

Pen Tool

Select color

These menus function pretty much the same. The pen writes over anything that's already on the screen, but the highlighter will let what's on screen show through.

Properties brings up a window that lets you change some things about the pen or highlighter.

Highlighter Tool

Select color

Properties

Fill Effects

Line Style

Object Transparency

Fill effects changes the transparency level of the pen.

Line Style lets you:

Change the pen's color

Adjust pen thickness

Change type of line

Change what the beginning of line looks like

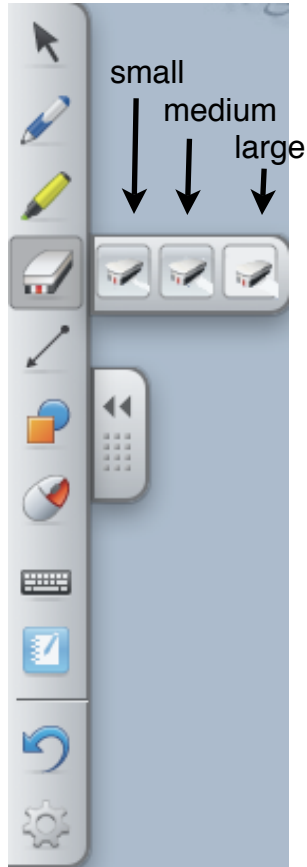
Save your settings

Save Tool Properties

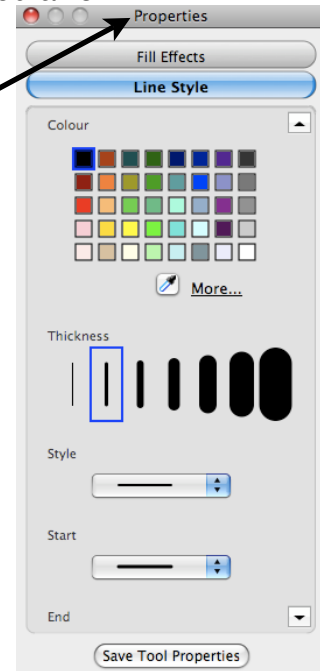
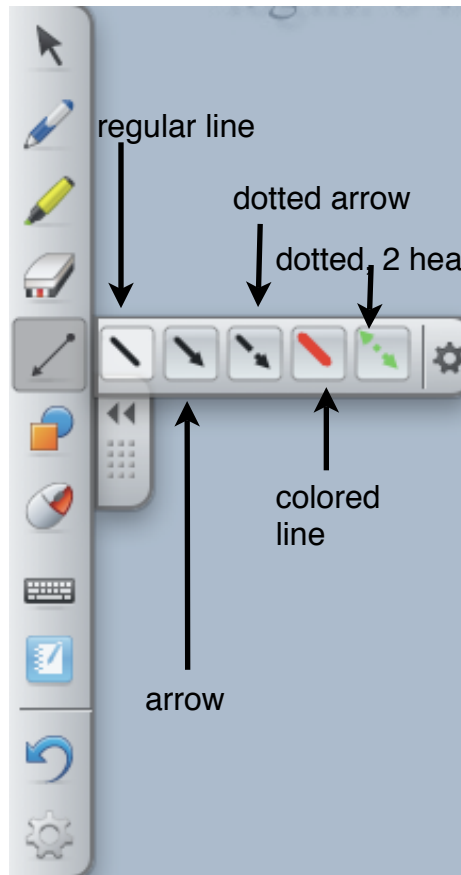
Smartboard

Eraser Tool:

Here you can pick the radius of the eraser.



Line Tool



Smartboard

Shape Tool: Draw shapes on the smartboard.

The diagram illustrates the Shape Tool interface and its properties panels. On the left, a toolbar contains icons for drawing shapes: square/rectangle, circle, eq. triangle, and isos. triangle. Arrows point from these icons to the 'Fill Effects' and 'Line Style' panels. The 'Fill Effects' panel includes a 'Fill Effects' tab, 'Object Transparency' slider, 'Fill Style' options (Solid Fill, Gradient Fill, Pattern Fill, Image Fill), a color palette, a 'No Fill' button, and a 'More...' button. The 'Line Style' panel includes a 'Line Style' tab, a 'Colour' palette, a 'Thickness' slider, a 'Style' dropdown, and a 'Save Tool Properties' button. Annotations explain the functions of these controls.

Fill Effects Panel:

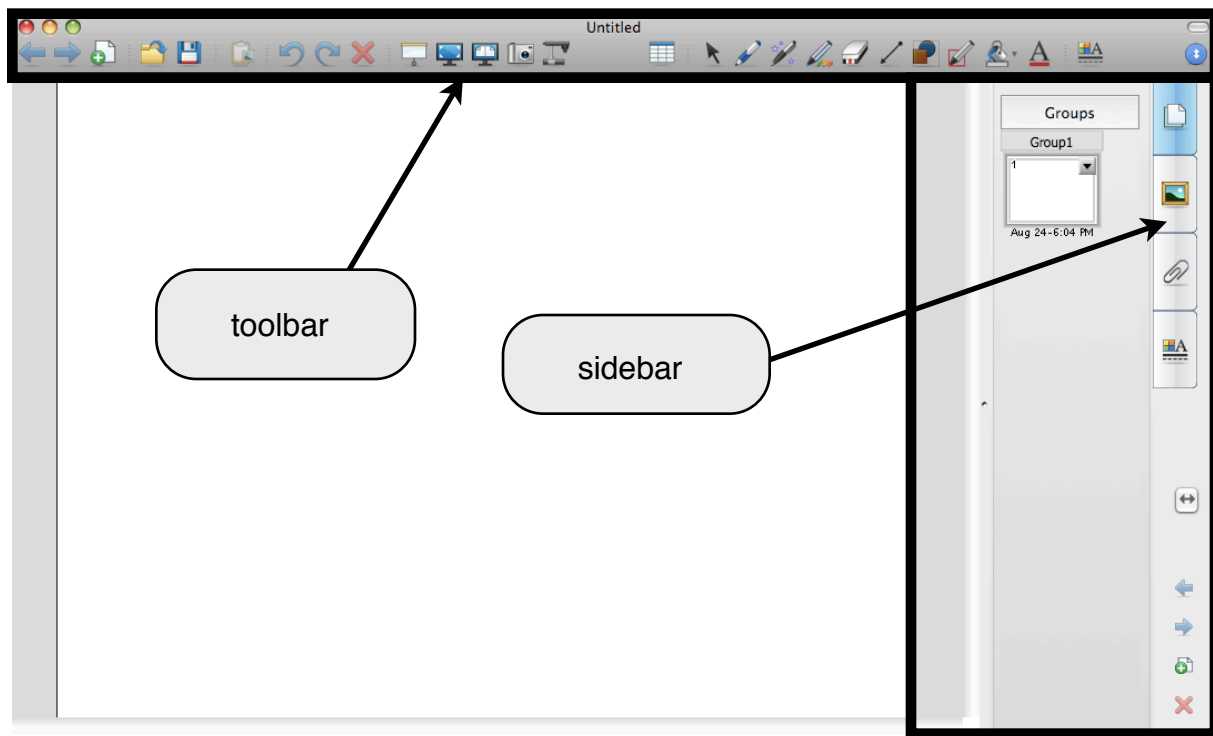
- Fill effects: (what the inside of the shape looks like)
- change transparency
- change fill pattern
- change fill color
- No fill allows you to leave the inside empty.
- Save your settings

Line Style Panel:

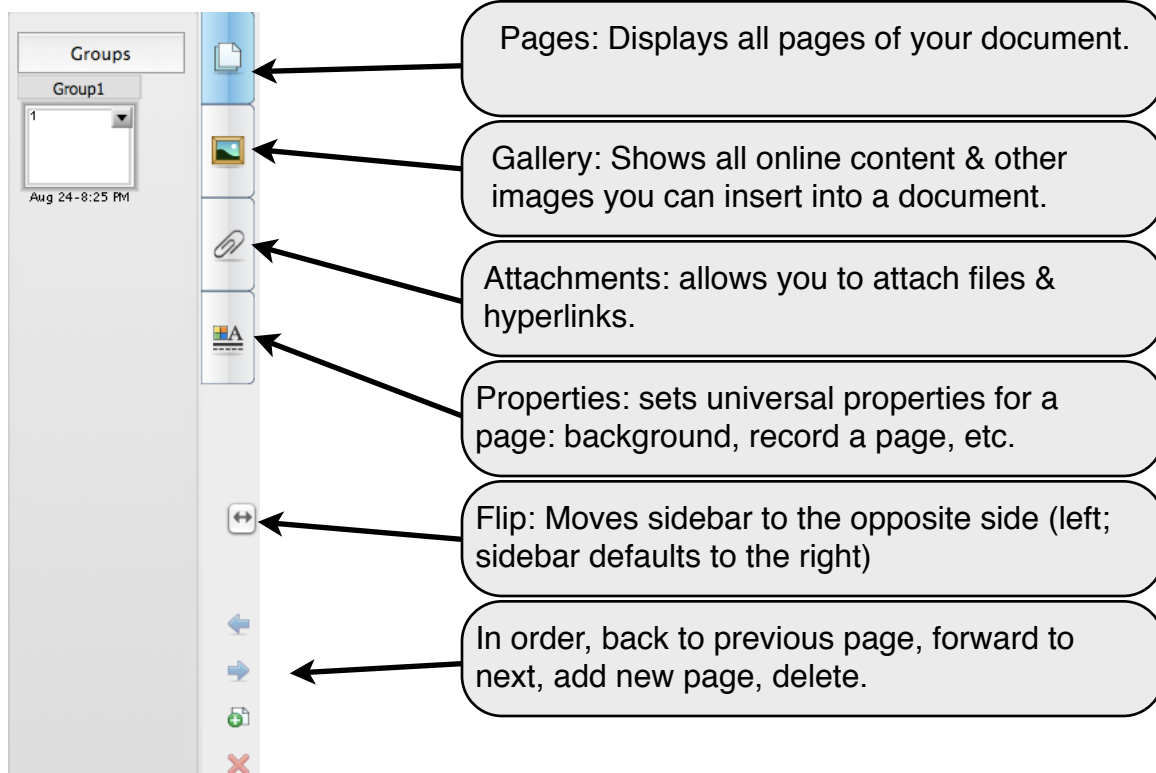
- Line Style (what the perimeter of the shape will look like)
- color of line
- thickness of line
- style of line (dotted, etc.)
- save settings

Smartboard

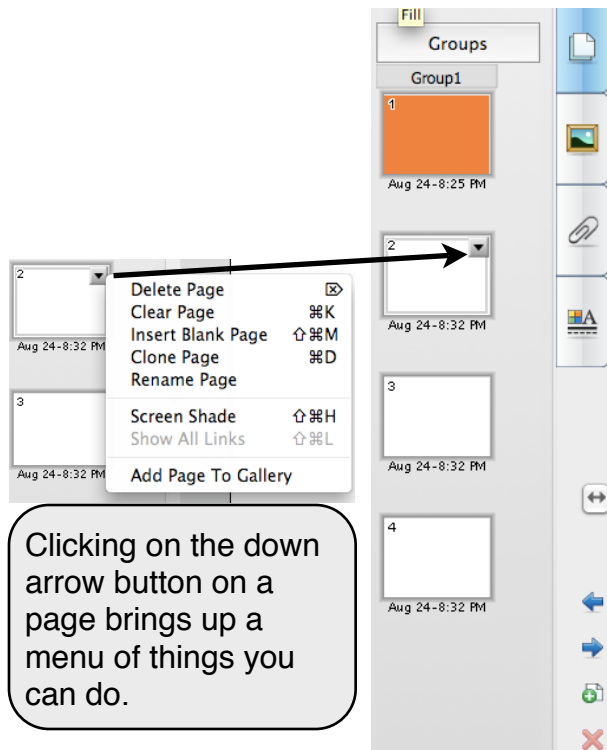
Notebook Software



The Sidebar



Smartboard

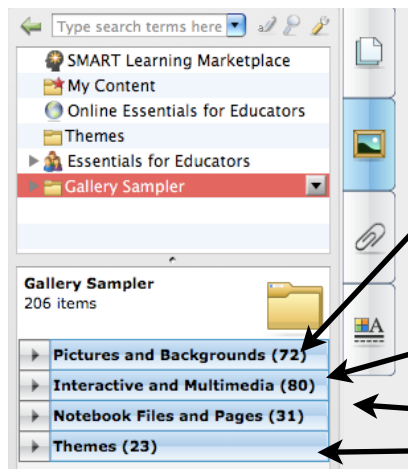


Page Sorter

Allows you to:

- Quickly choose a page in a multi-page document
 - **Click** on the desired page
- Rearrange/reorder pages
 - **Click & Drag** the page to the place you want it to be
 - You'll see a blue line as you move up and down the pages -- put the blue line where you want the page to be.
- Delete pages
 - **Click** on the page
 - **Press** delete key
- Add a page
 - Hit "page down" to add.

Gallery



- Can be accessed by category or by a search.
- Several levels of a gallery search.
- Objects can be inserted into a page with a **click & drag** or **double-click**.
- **First Level: pictures & background**
 - Pictures can be moved, resized, & locked in place.
 - Backgrounds take up whole page, can't be resized or moved.
- **Second Level: interactive/multimedia**
 - can be moved, resized, locked in place.
- **Third Level: Notebook files & pages**
- **Fourth Level: Themes (grouped media)**

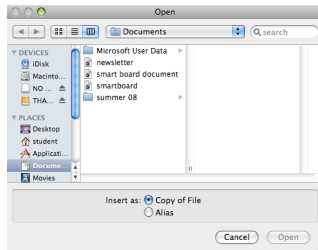
You can (should) also have the lesson activity toolkit. It will appear near the top, below the gallery sampler tag. It contains many interactive items, such as timers, animated objects, and ready-made quiz templates.

Smartboard

Attachments

Allows you to attach:

- links to websites
- other notebook files
- any other kind of file



Hyperlink:

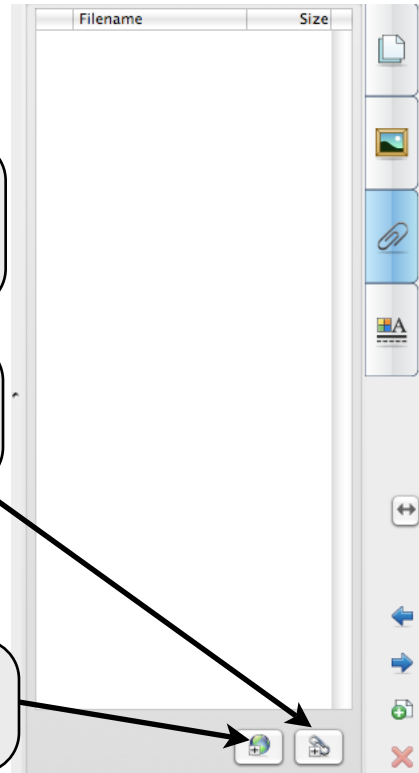
Display Name:

Cancel Insert Link

Any files you attach will appear as a list here. You'll see the name of the file and how big it is. Web links will say "URL" instead of a file size.

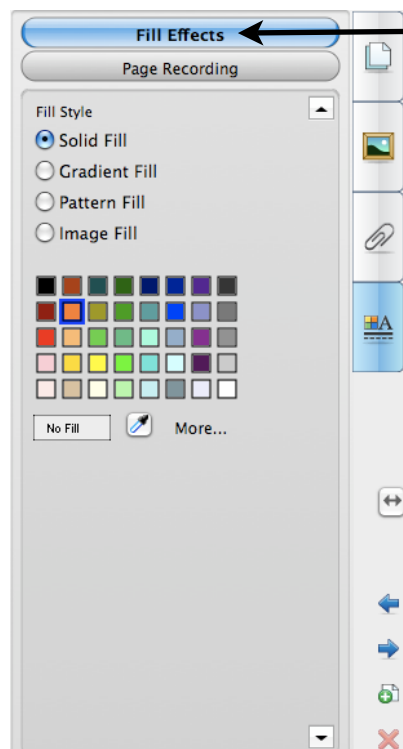
"Insert File" allows you to add a file to the list. It'll call up the standard "open" window, then the file will appear in your list.

"Insert hyperlink" lets you type in (or paste) a web link.

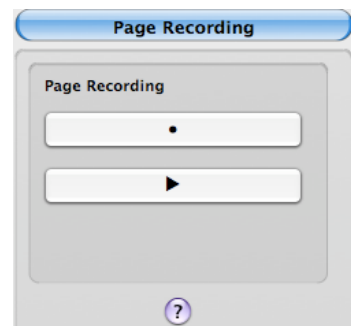


Properties

- Things you want to do to the whole page.
- Change background color.
- Quickly record changes to a page.



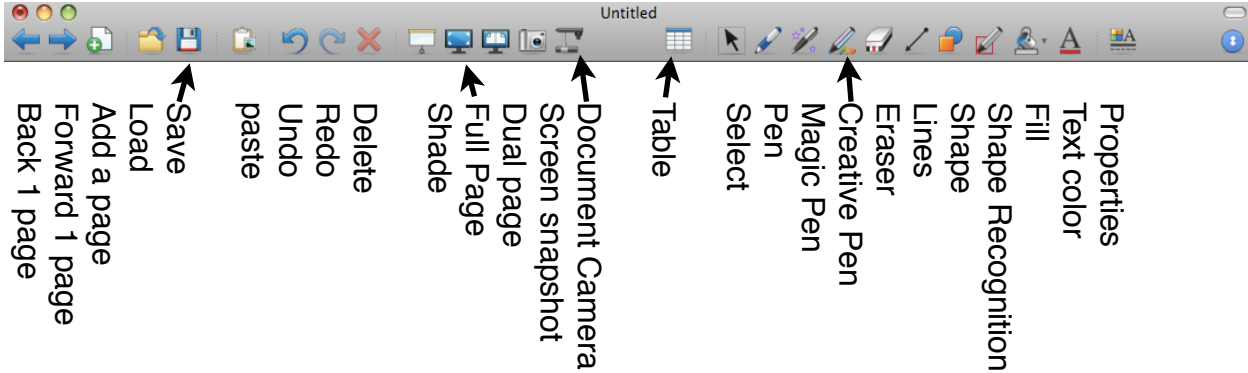
Fill Effects: Background color. Choose "gradient fill" to transition slowly from one color to another.



Recording a page as you build it could be useful for students who missed a class, for other classes to see what you did, or for students to teach each other. Click the button with the circle to start and the same button to stop; everything you do in between will be saved. You can play it back using the play button.

Smartboard

Toolbar



Key tools in the toolbar:

Shade: Use it to conceal parts of the screen. Handles on each side allow to expand or contract it.

Fullscreen mode: The best way to show a file on the smartboard. Makes the sidebar and toolbars go away.

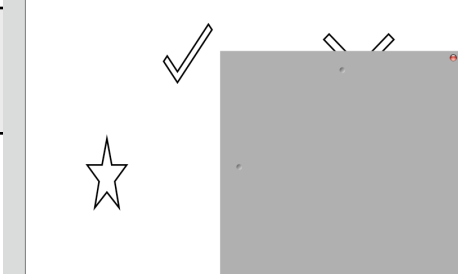
Dual page display: Shows two pages like they're pages in a book.

Screen snapshot: Allows you to take a picture of the screen and immediately imports it into the notebook file.

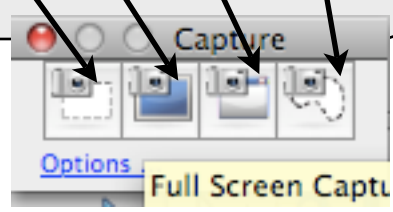
Insert table: Lets you put a table into the page you have selected.

Pens: Just like the floating toolbar. They are, in order, pen, magic pen, and creative pen.

Shape recognition: Select this, then draw a shape freehand. It will replace your drawing with a sharp, exact shape.



area cap. full cap. window cap. freehand cap.





Smartboard

Menus

THE INSERT MENU

Allows you to:

Put pictures in (INSERT PICTURE FILE)

Bring in video (INSERT VIDEO FILE)

Bring in sound (INSERT AUDIO FILE)

Add pages that you saved to the gallery (INSERT GALLERY ITEM FILE)

Add a link to another document, another page, or a website (INSERT DOCUMENT)

Add a sound (ADD SOUND)

The Format Menu

Allows you to:

LOCK (set the object you have selected so it can't move)

use the INFINITE CLONER (every time you click and drag on the selected object it will make a copy)

change the BACKGROUND COLOR of the page you're working on

THE DRAW MENU

Allows you to:

GROUP objects so you can treat them all as one object -- just select them, then group them.

UNGROUP a group of objects.

change the ORDER of the selected object. Imagine every object you put on a page as being on a pile. The first thing you place will be on the bottom (back) of the pile. Every subsequent object is above (in front of) it. They have an order, and if you move one on top of the other, you'll only see the one in front. You can change the order by moving it forward or back using these commands.

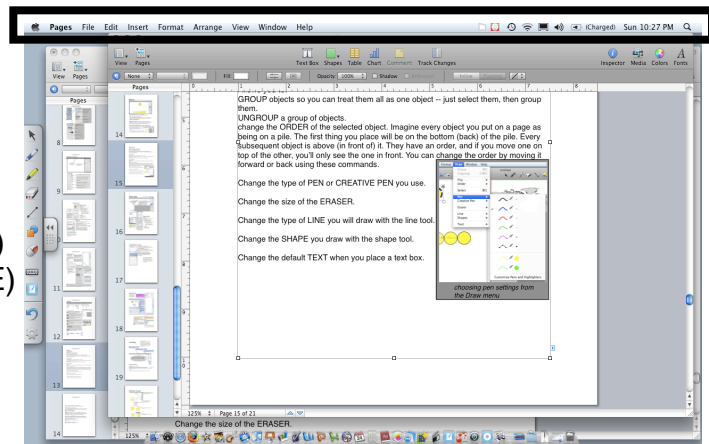
Change the type of PEN or CREATIVE PEN you use.

Change the size of the ERASER.

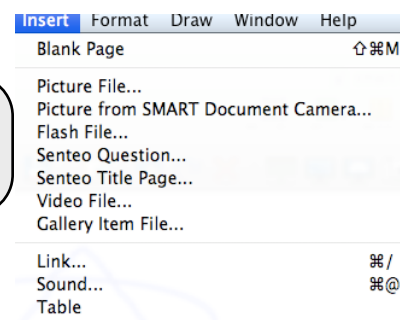
Change the type of LINE you will draw with the line tool.

Change the SHAPE you draw with the shape tool.

Change the default TEXT when you place a text box.



The Insert menu lets you insert files just like the sidebar does.



Smartboard

Many menu items have hotkeys associated with them.
Some also duplicate the actions you can perform with the toolbar.

What follows is a list of key menu items.

FILE --> SAVE PAGE AS GALLERY ITEM: You can use any page you create in another file. All you have to do is use this command to save it as a gallery item and you can insert it using:

INSERT --> GALLERY ITEM FILE

EXPORT: you can save your file as a PDF, a webpage, or a picture file.

PAGE SETUP and **PRINT:** this is an application designed to take advantage of a smartboard, so it sacrifices some quality when printing hard copies. Page setup allows you nominal control over how it comes out on paper.

EDIT --> SPECIAL CHARACTERS: tildes, umlauts, archaic ampersands!

Anything that's not on the keyboard that you need can be reached through a window here. Mac is pretty easy to use when adding special characters: option +e and the next character, for example, is a forward accent on that character.

Visit <http://www.xvsxp.com/misc/keyboard.php> for more.

VIEW --> ZOOM allows you to enlarge the view.
You can select DUAL PAGE DISPLAY.

Smartboard

Basics: Selection Arrow



Any object -- a picture, text, a shape, an arrow -- can be changed or removed after you put it down.

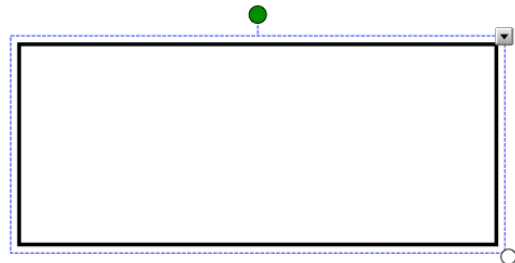
Click on the select arrow.

Then click on the object you want to change.
(On that box to the right you can see what a rectangle looks like after I select it.)

Click & drag to move.

Click on the circle in the lower right-hand corner to resize it.

The green circle rotates it.



Object Creators:

Pen, Magic Pen, Creative Pen, Eraser, Lines, Shapes, Shape Recognizer, Text

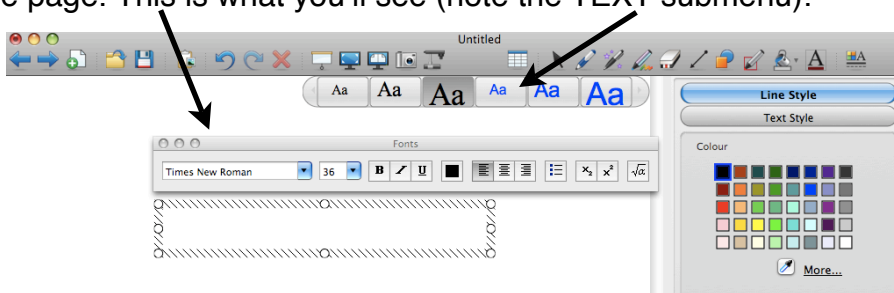


Press any of these buttons to create that type of object simply by drawing on the smartboard. The pens, eraser, line, and shapes have submenus that make customizing easy. To further customize what you want to draw, use the menus or “preferences” in the sidebar.



Text Boxes

When you press the text button your cursor changes to the kind you would see in a word processor. You can create a place to type text by clicking anywhere on the page. This is what you'll see (note the TEXT submenu):



It works just like a word processor or a text box in PowerPoint. You can change the font and options from the text bar. You can select one small part of the text and change just that.

Once you click away from the box it is treated like any other object! If you click on it again, it will start a NEW text box.

To edit a text box after the first time, use the SELECT arrow (to the left of the pens), then double-click on the text.

Smartboard

More about Text

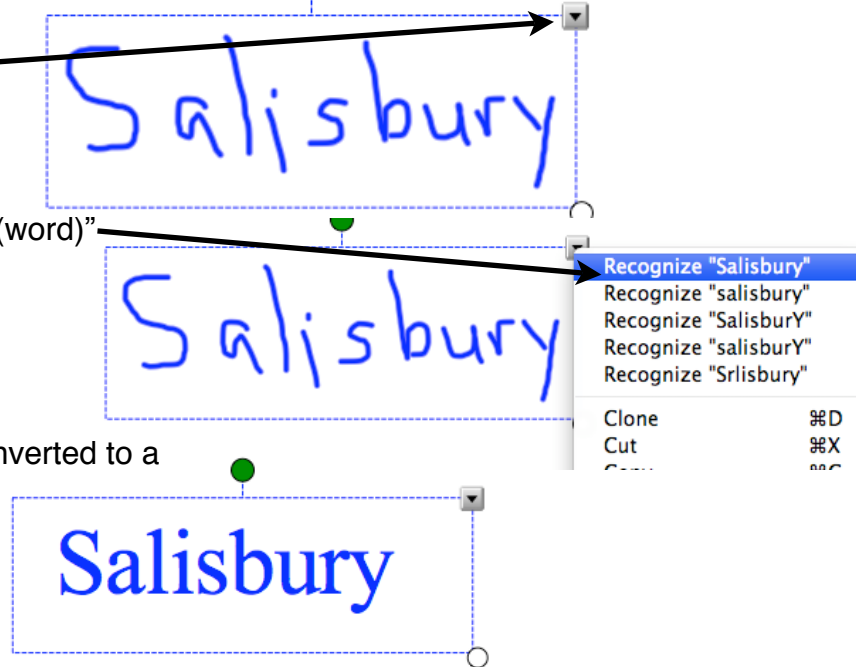
The software can recognize handwriting. Once a word is handwritten:
Make sure you are using the selection tool (select arrow)

1. Click on the word.

2. Click here.

3. Select "Recognize (word)"

4. Your text will be converted to a conventional font.



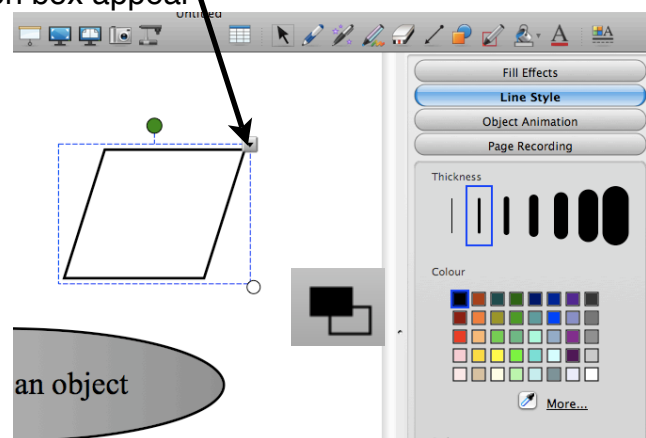
Colors (Line & Fill Color)

With this button you can customize any shape object.

1. Select a shape: You'll see the selection box appear

2. select properties on sidebar

3. Change the fill effect for the color inside the shape and line style to customize the outer edges.

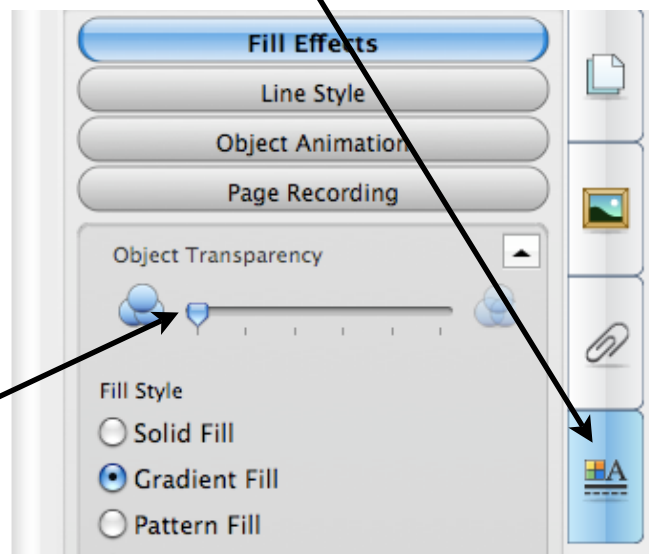
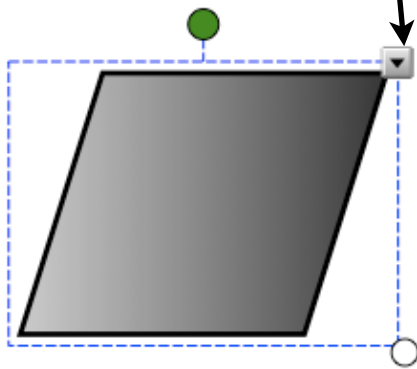


Smartboard Transparency

Changes the level of transparency of any object you select.

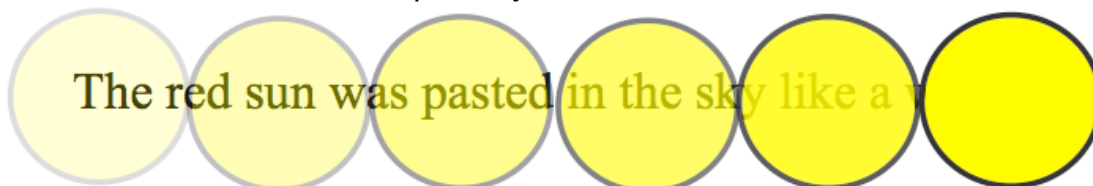
Select the object. You'll see the selection menu appear.

Select the "properties" tab on the sidebar.



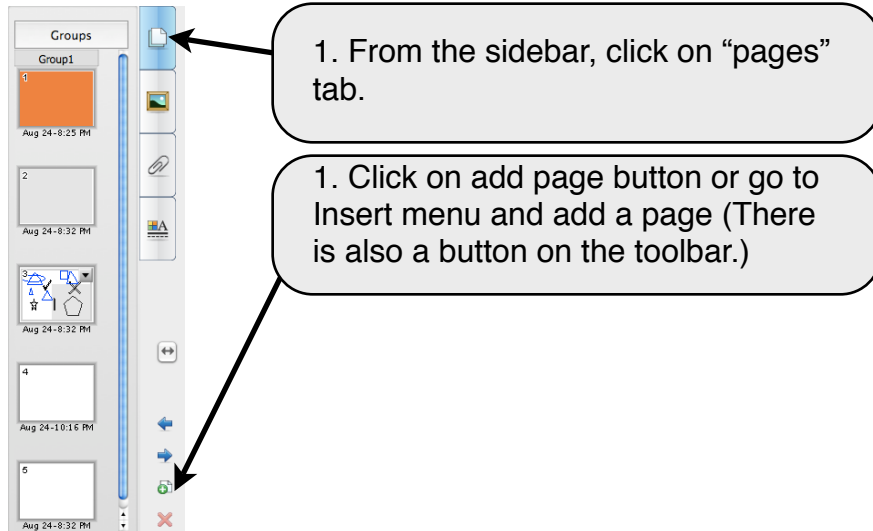
Move the "object transparency" slider bar.

Transparency levels

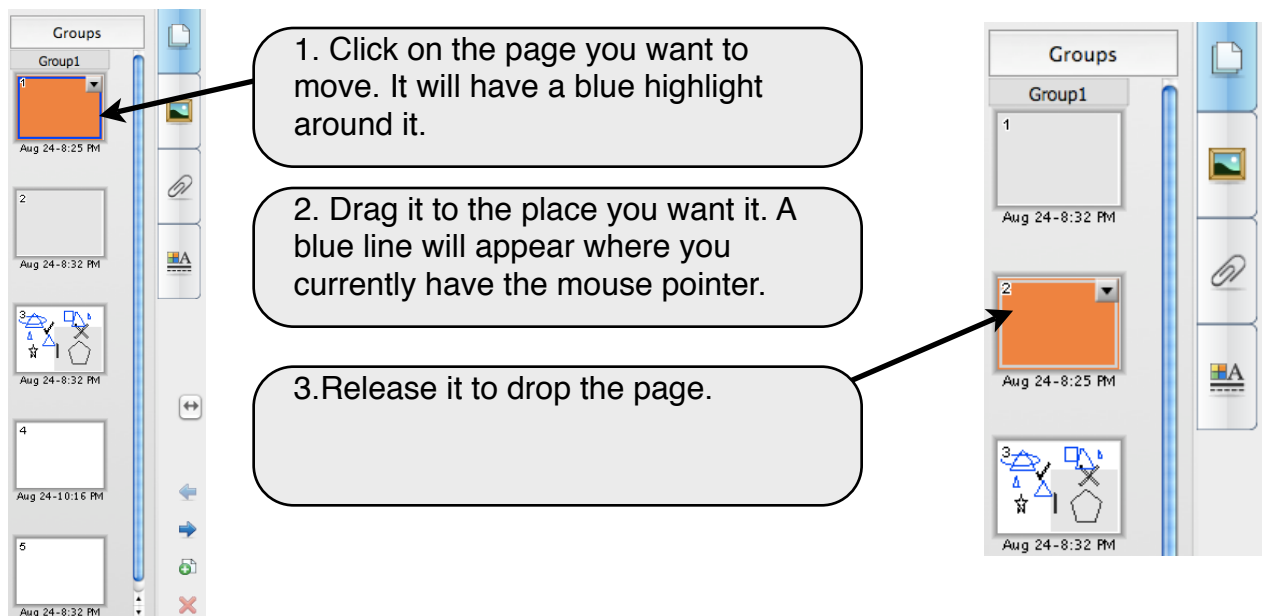


Smartboard

Adding a page



Moving page order



Smartboard

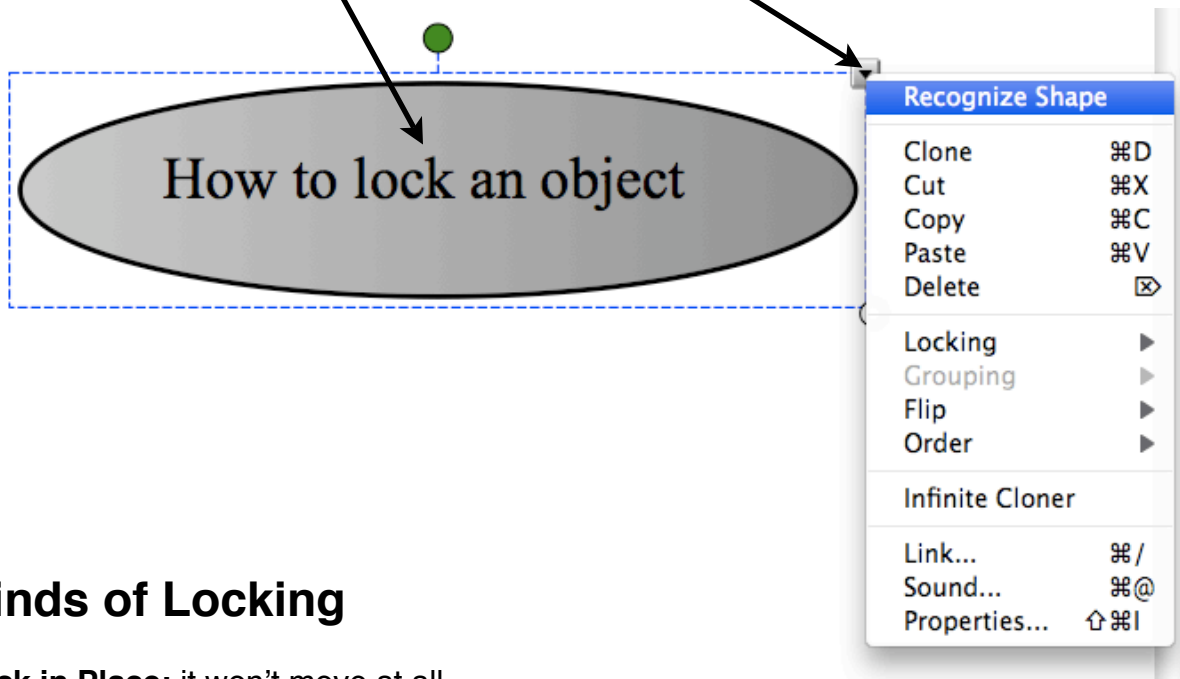
Locking

Locking an object will save you lots of time and grief. When items are not locked they can be easily and accidentally moved. It can lengthen a lesson and diminish a student's attention span if you spend time moving things back to where they should be.

Click on the object -- you'll see the selection box appear.

Click on the menu button in the upper right-hand corner.

From the menu, pick LOCKING, then pick how to lock it.



Kinds of Locking

Lock in Place: it won't move at all.

Allow Move: You can move it, but not delete, rotate, or anything else. This is useful for objects you want the students to rearrange on the smartboard.

Allow Move & Rotate: You can move it and rotate it (the green circle rotates), but that's it.

Unlock: take off locking. That will allow you to do anything you want to it.

Smartboard

Tips:

- When writing on the smartboard do not rest your hand on it. It only recognizes one point of contact. Your hand is going to make marks on the board instead of the pen.
- Students might have difficulty using the marker. They can hold the marker and write with a finger if it's easier; the finger won't damage the board.
- When writing with the board, have students stand to the non-dominant side so they aren't causing a shadow on the board and they can't see what to write.
- We found that scanning objects and inserting them as an object (INSERT--> PICTURE FILE) will result in a clearer display than using the screen capture on the page preview.
- We have students use a jumbo craft stick to click and drag items on the whiteboard so that their sweaty, dirty fingers don't squeak across the board or drop the object they're dragging.
- We found that if students are using the on-screen keyboard it is easier for them to see the board and not create a shadow if they drag it to the bottom of the board and kneel to type.
- Certain things could cause the smartboard to need orientation:
 - cable from laptop to board not connected properly
 - projector bumped
 - bumping of the whiteboard
 - banging too hard on the whiteboard when dragging or using the keyboard
 - may need to run a software update
- You can import PowerPoint slides into the SMART Notebook to create a presentation with links to other documents, activities, sites, etc.